

Student Handbook

Ezra University

2064 Marengo St # 200
Los Angeles, CA 90033
323-221-1024
www.ezrauniversity.org

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Welcome...

Whether you are a new student, still making preparations to join us on campus, or a returning student, well on your way toward graduation—welcome! We are glad that you are part of our community and that we get to partner together during this season of your journey.

The faculty and staff of Ezra University are committed to helping our students become all that God has called them to be. To accomplish this, we endeavor to foster a learning environment in which your character can be nurtured, your life and ministry skills can be developed, and where rich reflection and dialogue are always encouraged. We have also worked hard to cultivate a campus atmosphere that supports this process.

We believe that the policies presented in this handbook will enable us to accomplish our mission while providing a positive environment for each community member. These policies also provide for your safety and the protection of property.

At the end of this student handbook, you will find the Ezra University Community Commitment. At the beginning of the school year, you will be asked to sign this Commitment, certifying that you have read the Handbook. Please read each section carefully, and feel free to ask questions of our faculty and staff. We are here to help you.

We are excited about your time of study, ministry, and fellowship at Ezra University. But even more, we look forward to a time in the not-too-distant future where we can release you into your calling! May your time here at Ezra University help you to become the person He has destined you to be.

Yours for the journey,

Dean of Students

EZRA UNIVERSITY Mission

This section describes the mission of Ezra University. Ezra University has elected to separate this mission into two components: the mission proper, and statement of the general strategy by which we accomplish this mission.

Mission

The mission of Ezra University is to educate students to be leaders to serve communities by using their learned skills and professions in the areas of biblical studies, ministry and business administration.

Mission Strategy

This mission is accomplished through a comprehensive program of biblical and general education, Christ-centered service and support, and applied scholarship in practical environments.

Vision

The vision of Ezra University is to prepare Christian leaders to transform the world for Christ at every level – from the local church and community levels to the realm of world culture. The fulfillment of this vision inspires, orients, and defines the work of this institution.

Institutional Objectives

1. The University is committed to ensuring the quality of the program and maintaining its curriculum that contains biblical perspectives and Christian values so that students who complete the program can demonstrate a comprehensive knowledge of the Bible and an understanding of Christian doctrine.
2. The University seeks to foster a positive learning environment and support services where students are encouraged and motivated for growth in such a way that students who complete the program can demonstrate awareness and life-long commitment to their personal, vocational and academic potential.
3. The University offers courses and training that are essential for ministry and careers so that at the end of the programs, students will be able to demonstrate knowledge and skills for vocational success in ministry or in business and to enhance skills within their current careers.
4. The University is devoted to equipping students with leadership skills, sensitivity to different culture, and attitude of service so that students who complete the program can demonstrate cultural sensitivity, leadership in ministry or in career and attitude of service for church and community.
5. The University continues to instill and promote biblical and ethical standards among its academic community so that students who complete the program will be able to demonstrate and apply biblical and ethical standards in personal lifestyle and career.

Institutional Learning Outcomes

Undergraduate Institutional Learning Outcomes (At the end of the program, students are enabled to):

1. Apply critical thinking skills in one's profession and personal endeavors
2. Demonstrate knowledge of humanities, science, social science and history in a life-long learning framework
3. Exercise effective communication and social skills
4. Specialize in at least one academic discipline with specific career and vocation
5. Adopt a lifestyle of service based on biblical principles and godly character

Graduate Institutional Learning Outcomes (At the end of the program, students are enabled to):

1. Demonstrate mastery in their chosen academic or professional fields

2. Perform their duties in their chosen discipline, modeling the life of a Christian professional

Accreditation

Ezra University holds candidate status with the Association for Biblical Higher Education Commission on Accreditation, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808. Candidate status is a pre-accreditation status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving accreditation status within five years.

Community Life

This section describes our relationship to one another as a community of Christian believers.

Ezra University has chosen to set itself apart for the purpose of preparing Christian leaders to transform the world for Christ at every level – from the local church and community levels to the realm of world culture. Students, by their voluntary membership in this Christian community, assume responsibility toward one another in community and will use personal discretion involving any activities that may be morally or spiritually destructive or reflect poorly on the campus community. (These issues are discussed later in this Handbook.) All students represent Christ and Ezra University wherever they are, and are expected to exhibit a distinctive Christian lifestyle in all their activities, both on and off campus.

Community standards and codes of conduct are in place for the express purpose of moving students towards Christian maturity and service while fostering an environment that is conducive to academic learning and personal growth and development.

Philosophy of Community

Ezra University is a community of believers dedicated to preparing Christian leaders to transform the world for Christ. So that the Body is built up in love (cf. Ephesians 4:16) faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus' command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct on pages 13-16 for examples of such behaviors.)

Ezra University Diversity Policy and Statement of Nondiscrimination

Ezra University does not discriminate on the basis of race, color, nationality, ethnic origin, socioeconomic class, gender, sexual orientation and/or physical and mental disabilities in the administration of its policies in education, admission, and hiring. However, as a private religious institution, the university reserves the right to exercise preference of religious beliefs in all of its employment practices and student admissions. Ezra University is committed to practicing the principles of equal opportunity and diversity based on biblical principles. The university strives to achieve and maintain a diverse community of students and its committees. Ezra University will continue to monitor the level of diversity in all the committees, subcommittees and advisory groups within the university. By encouraging community engagement in outreach, development and planning processes, Ezra University will undertake a strategic and systematic approach to involve individuals from diverse racial/ ethnic groups, ages, genders, abilities, socioeconomic classes, sexual orientations and interests.

Sanctity of Life Statement

The Ezra University embraces a biblical position that honors the sanctity of human life. Consequently, Ezra University expresses strong convictions against the support of any action that encourages the termination of human life through suicide, euthanasia, or abortion.

Ezra University's belief in the sanctity of life, therefore, influences its response to those students who are involved in crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience the forgiveness that comes from a heart of repentance. Abortion is seen as a crime against the child and the family and, therefore, is neither advised nor entertained as an alternative solution. The Ezra University is committed to assisting both the father and mother with other alternatives by offering prayer, counsel and scriptural instruction, encouraging adoption and making crisis pregnancy intervention available to those seeking our help.

Sexual Harassment Policy

Ezra University's policy is to maintain a working and learning environment free from the sexual harassment of its students, employees, and those who apply for student and employee status. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous, and will be subject to disciplinary action.

Ezra University recognizes that the perception of sexual harassment is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency, and severity, need to be considered to assess the behavior. Although statistical analysis has shown an individual in a position of power or influence usually commits the sexual harassment, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship or academic association. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action. Ezra University defines sexual harassment in the following manner:

1. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student or applicant. For example:
 - Making unsolicited written, verbal, physical or visual contact with sexual overtones. (*Written examples:* Suggestive or obscene letters, notes, and invitation. *Verbal examples:* Derogatory comments, slurs, jokes, epithets [name-calling]. *Physical examples:* Assault, touching, inappropriate embracing, impeding or blocking movement. *Visual examples:* Leering, gestures, display of sexually suggestive objects in pictures, cartoons, or posters.)
 - Continuing to express sexual or amorous interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
2. The conduct has the purpose or effect of interfering with a student's academic performance, forming an intimidating, hostile, or offensive or otherwise adverse learning environment, or adversely affecting any student.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment.

If a student believes that he or she has been sexually harassed, he or she should provide a written complaint to the Academic Dean (if the complaint is against a faculty member), the Dean of Students (if the complaint is against another student), or the office of the President (if the complaint is against a non-faculty employee), as soon as possible after the incident. This complaint must include details of the incident or incidents, names of the individuals involved and names of any witnesses. The Ezra University will immediately respond to any written and signed complaint.

If Ezra University determines that sexual harassment did occur, action will be taken in accordance with the circumstances involved. Any administrator, faculty member, staff member or student determined by this investigation to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to and including dismissal, termination, or legal remediation. Those parties directly involved will be notified in a timely fashion regarding the results of the investigation. Ezra University strongly encourages students to immediately report all incidents of harassment listed in this policy. Ezra University will not retaliate against anyone for filing a complaint nor tolerate or permit retaliation by administration, faculty, staff or fellow students.

If a student feels that the above stated policies regarding sexual harassment have not been carried out, he or she is encouraged to follow the procedures set forth in the grievance policy.

Philosophy of Grooming and Attire

The philosophy of Ezra University regarding grooming and attire flows directly out of our Values and Mission, namely that we are preparing Christian leaders to transform the world for Christ at every level

Rather than take a "rules-based" approach, we choose to take an approach that reflects our desire to see emerging leaders develop personal discernment regarding their outward appearance. We believe that by requiring students to wrestle through personal appearance issues within a safe environment of discipleship and accountability, students will learn more than by imposing a set of culturally subjective regulations.

In Psalm 40:8, David wrote, “I take joy in doing Your will, my God, for Your law is written on my heart.” The desire of Ezra University is that students would develop an internal code, based on Scriptural foundations, rather than an external conformity that never reaches the heart. Real maturity is not based solely upon one’s ability to follow the directions of others, but to make righteous decisions on one’s own, regardless of the approval or condemnation of others.

This philosophy of grooming and attire is based on four Scriptural principles: the principle of modesty, the principle of the stumbling block, the principle of Christian sacrificial leadership and the principle of Christ-centeredness.

1. The Principle of Modesty. Scripture mandates modesty, especially in women’s dress. The biblical principle is clear: modesty and decency are traits of godliness in the life of a believer. Modesty is not only reflected by clothing choices, but also by the intent with which one chooses to conduct him or herself (cf. 1 Timothy 2:9; 1 Peter 3:3-4). Immodest dress or behavior may be intentional, reflecting a lustfulness or immaturity that desires the attention of others. In some situations, however, immodesty may result from ignorance—a simple failure to have learned what is culturally or socially unacceptable in a given setting. As ministry leaders we must be willing to graciously accept the input of peers and leaders whom God has placed in our lives.

2. The Principle of the Stumbling Block. In 1 Corinthians 10:23 we learn that “Everything is permissible, but not everything is beneficial.” As believers we have the right to choose from a wide array of styles and fashions. When it comes to grooming and attire, there are not many particular items that are specifically forbidden in Scripture. This right, however, has the potential to cause other people to stumble. Believers who may not be strong in their faith may take another’s freedom in Christ as license to sin. Nonbelievers who are watching the believer’s lifestyle and choices may be led astray. Romans 14:13 says, “Therefore let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother’s way.” Our grooming and attire choices must be such that they do not cause anyone to be tripped up on his or her spiritual journey.

3. The Principle of Christian Sacrificial Leadership. Romans 12:1, 2 instructs us to “present our bodies [as] a living and holy sacrifice [and to] not be conformed to the world.” As believers, we are called to be living sacrifices. Further, Scripture tells us that ministry leaders are held to a higher standard than other believers. James 3:1 states, “Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly.” Our choices in grooming and attire should reflect our willingness to sacrifice our rights for the sake of others.

4. The Principle of Christ-centeredness. As believers we are called to put to death the works of the flesh and to submit to the lifelong process of becoming more and more like Christ. In 2 Corinthians 3:18 Paul writes, “And we, who with unveiled faces all reflect the Lord’s glory, are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit.” As we make choices in grooming and attire, we must each ask, “Will this choice help others see Jesus, or is my purpose to have them focus on me?”

In a spirit of mutual accountability, all those at Ezra University will submit to one another regarding grooming and attire. If someone’s appearance seems to have strayed from the scriptural foundations that apply to Christian ministry leaders, we expect others within this community to personally address this issue in a loving and gracious manner.

Please note that students are sometimes asked to wear more professional attire for such occasions as special in-class assignments, chapel participation, athletic team travel, or graduation ceremonies. Certain churches and student ministries will require more professional attire as well.

Disciplinary Policy

The primary goal of the Ezra University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Ezra University is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of restorative action. Intermediate consequences are employed whenever possible to avoid suspension or expulsion from school or eviction from the Residence Hall or apartments. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance. Suspension, expulsion, and other disciplinary actions are described in the section entitled Disciplinary Process later in this part of the Handbook.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to school officials while they are investigating possible infractions or processing disciplinary actions. Some may view withholding information as a means of “protecting” others, but this practice is unbiblical (cf. Proverbs 14:25, James 4:17) and is ultimately destructive to our community.

While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students serves as the chief student conduct officer for Ezra University and works with the Residence Directors and other administrators to resolve disciplinary matters. The following guidelines are used to establish continuity for administering consequences for violating community standards.

Guidelines for Imposing Consequences

The following guidelines are designated to establish a system of continuity for administering consequences for the violation of community standards. The administrator(s) should typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of Ezra University.

Level 1 Violations: These are minor violations. Customary action would include, but is not limited to, a verbal or written warning with the possibility of additional sanctions.

Level 2 Violations: These are intermediate violations that may indicate a breach in judgment or character on the part of the violator. Customary action would include, but is not limited to, behavioral probation with additional sanctions, a limited-term suspension including campus visitation, and/or required reduction of semester hours.

Level 3 Violations: These are major violations and will be dealt with accordingly. Often Level 3 violations are also criminal acts. Customary action would include, but is not limited to, suspension with additional sanctions, or expulsion. When appropriate, Ezra University will refer the incident to law enforcement authorities.

Note: Disciplinary action is customarily cumulative. Consequently, multiple individual lower level violations could result in a higher level of consequence.

Mandatory or Minimum Consequences

In order to establish a healthy community environment and influence lifestyle choices by which its members may be successful in attaining the mission of the institution, Ezra University takes an unequivocally firm stand on student misconduct that falls in the following categories:

- Intoxication and drunkenness;
- Drug possession and/or use;
- Sexual misconduct;
- Violent acts;
- Endangering the safety of others;
- Plagiarism or other forms of lying or cheating; and
- Non-compliance with the request of Ezra University official or representative acting within his or her official capacity.

The Ezra University believes that lifestyle choices and behaviors that fall in these categories have the greatest propensity for diminishing an individual’s academic success and spiritual formation, and are likely to negatively impact the quality and character of the campus community. Thus, these violations are met with a minimum consequence of suspension.

Disciplinary Process

Should a student fail to meet the standards or spirit of this handbook and it becomes necessary to impose disciplinary action, the remedies will be used:

- **Corrective Measure:** The failure of a student to meet a standard or the intent of a standard may be brought to the attention of the student by faculty, staff, or peers. The goal of a corrective measure is for the student to recognize his or her failure to meet the standard, to take immediate action to meet the standard, and to agree to comply with the standard in the future. This remedy is commonly warranted when dealing with Level 1 violations.
- **Restorative Action Plan:** A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character, will be required to meet with the Dean of Students, Academic Dean, and/or President. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.
- **Voluntary Withdrawal:** A student's failure to meet the objectives and specific goals specified in the restorative action plan will be reviewed by the Dean of Students, Academic Dean, and/or President. If the student believes that he or she could be best served by returning to his or her home church, the student may make a request to the Ezra University administration to voluntarily withdraw from Ezra University. This cooperative decision by the involved student and the Ezra University administration has the goal of returning the student to the pastoral care of the local church for restoration. Consequently, Ezra University will discuss the matter with the student's pastor as a condition of the withdrawal. At the time of this voluntary withdrawal, the Ezra University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to Ezra University. Documentation of this voluntary withdrawal and the requirements for readmission will be placed in the student's file.
- **Suspension:** A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Dean of Students, Academic Dean, and/or President. The administrators will consider suspending the student from Ezra University. Suspension is the involuntary separation of a student from Ezra University for a specific amount of time. If suspension for one or more semesters is deemed necessary, the student will receive a failing grade (W/F) in all classes in which he or she is enrolled, and the Ezra University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to Ezra University. Documentation of this suspension and the requirements for readmission will be placed in the student's file. During suspension the Dean of Students may suspend a student's access to the Residence Hall, apartments, campus community, or may, in cooperation with the Academic Dean, suspend a student's access to faculty members and the classrooms.
- **Expulsion:** If, in the opinion of the President of Ezra University, a student's behavior or character so disqualifies him or her from Christian service that successful completion of any Ezra University program seems unlikely, the President will direct that the student be dismissed indefinitely. Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (W/F) in all classes in which he or she is enrolled and is not encouraged to apply for readmission.

Appeal: If a student has new information that might affect the decision of a particular administrator, faculty member, staff member, or any official Ezra University committee holding disciplinary powers, the student may submit an appeal in writing, within five working days of notification of Ezra University's decision, or of the time that the new information came to light. The written appeal is to be submitted to the Dean of Students requesting a hearing with the Disciplinary Committee. A copy of this appeal and the response from the Ezra University administration will be placed in the student's file. Note: The written appeal should include the new information and an explanation of how the current decision might be affected.

In cases where there is no new information to be presented or the decision has resulted in the termination of student status, the student may request that his or her written appeal be forwarded to an Appeals Committee for review. The Appeals Committee is an *ad hoc* committee comprised of three individuals from the pool of Ezra University officials unrelated to the decision. The Dean of Students will serve on the committee as Ezra University's representative. A student representative may also serve as a member of the committee. Any adjustments to the prescribed representation will be discussed in advance of the review.

Note that the role of the Appeals Committee is not to rehear the case and render a second judgment, but to determine if the disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the criteria established in this handbook. The committee will either uphold the decision as sufficiently meeting the aforementioned criteria, or submit recommendations to the respective dean for considered implementation. The dean's subsequent decision then becomes final.

Readmission After Withdrawal or Suspension

A student who voluntarily withdraws or who is suspended from Ezra University for one or more semesters may apply for readmission upon fulfillment of the following conditions:

- Any minimum time requirements agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- All requirements of a restorative action plan agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- A detailed pastor's reference has been submitted to Ezra University from a pastor who has observed the student's life and behavior for not less than six months prior to the application date. This reference must be positive in nature, indicating that the pastor believes that the student is ready to fully comply with the policies and guidelines of Ezra University and that he or she considers the student ready for readmission to Ezra University without any qualifications or reservations.
- A second reference has been submitted to Ezra University from a mature Christian adult who has observed the student's progress over a minimum period of six months. This reference must also indicate a positive growth in character and a readiness to resume study at Ezra University.
- A personal interview by a designated faculty member or administrator of Ezra University that leads to the recommendation that the student has grown in character and that he or she is capable of completing a program at Ezra University.

A final decision to readmit a student to Ezra University will be made following a review of the preceding criteria by the Admissions Committee, Dean of Students, Academic Dean, and/or President.

Student Code of Conduct

This section contains the details of the student code of conduct. Enrolled students who are married or have dependants visiting campus are responsible and accountable for the conduct of all those in their household.

Administrative Policy			
Code	Prohibited Activity	Description	Level of Violation
1.1	Non-compliance	Failure to comply with any written or verbal request of a campus official or representative acting within his or her official capacity. This includes the failure to respond to a request for an appointment.	2 or 3
1.2	Abuse of Investigative Process	Behaviors, active or passive, intended to impede the investigative process, including failure to obey a summons, the withholding or misrepresentation of information, attempts to influence the testimony of another, or failure to comply with a sanction.	2 or 3
1.3	Misrepresentation	Misrepresentation of oneself to be an agent of Ezra University. Misrepresentation of an organization to be an agent of Ezra University.	2 or 3
1.4	Forgery	Forgery, alteration or misuse of Ezra University documents, records, or identification or knowingly furnishing false information to Ezra University officials.	2 or 3
1.5	Residence Policy Violation	Failure to comply with written housing standards or other requests from school officials regarding housing issues.	1 or 2
1.6	Complicity with Another's Violation	Behaviors, active or passive, that encourage or fail to confront the misconduct of fellow community members.	1, 2 or 3
1.7	Miscellaneous Negative Complaint Issues	Behaviors, active or passive, that bring discredit, disrepute, or undue negative attention to the school. Examples may be public criticism of the school for an internal matter, or one that is under investigation.	1, 2 or 3

Social, Moral or Biblical Policies			
Code	Prohibited Activity	Description	Level of Violation
2.1	Unlawful Acts	Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at Ezra University must report this information to the Dean of Students.	2 or 3
2.2	Cheating	Cheating or plagiarism in connection with an academic program, during which the work of another is passed on as one's own, or unapproved methods are employed to complete an assignment.	2 or 3
2.3	Lying	Willful and deceptive communication to a school official or other community member.	2 or 3
2.4	Tobacco Products	Possession, storage, distribution or use of tobacco products at any time, on or off campus, including cigarettes, cigars, chew, snuff, or smoking substitutes such as clove cigarettes.	1 or 2
2.5	Alcoholic Beverages	Possession, storage, distribution or consumption of alcoholic beverages at any time, on or off campus.	2

Social, Moral or Biblical Policies			
Code	Prohibited Activity	Description	Level of Violation
2.6	Restricted Drugs	Possession, storage, distribution, or use of dangerous, illegal or restricted drugs or narcotics at any time, on or off campus, including marijuana or hallucinogenic substances. Possession of drug paraphernalia is also prohibited.	3
2.7	Sexual Misconduct	Sexual behavior, on or off campus, that falls outside biblical intentions or explicit guidelines, such as sexual intimacies outside of a heterosexual marriage including any type of intercourse, sensual nakedness, fondling of sexual organs, or sleeping intimately with one another.	2 or 3
2.8	Inappropriate Dating or Living	Single students dating married persons, married students dating anyone other than their spouse, homosexual activity, or cohabitation with members of the opposite sex.	2 or 3
2.9	Inappropriate Displays of Affection	Casually sleeping or laying in physical contact with another person, or public display of affection that might be deemed inappropriate.	1 or 2
2.10	Sexual Assault	Acts of sexual aggression including rape, attempted rape, sexual battery or assault.	3
2.11	Sexual Harassment	Harassment as described in the section entitled <i>Sexual Harassment</i> .	2 or 3
2.12	Pornography	Possession, display, or distribution of pornographic materials or images at any time, on or off campus. Use of pornography for personal entertainment, including Internet and telephone services that provide pornographic images, sounds or sensual conversation.	2 or 3
2.13	Inappropriate Entertainment	Entertainment (e.g. music, movies, television), on or off campus, that contains levels of violence, profanity, and sex that are in conflict with Ezra University standards. Students are to use discretion at all times. The Ezra University reserves the right to deem any entertainment material inappropriate.	1, 2 or 3
2.14	Profanity and Obscenity	Use of language, or the depiction of activity, that is vulgar, coarse, crude or indecent.	1, 2 or 3
2.15	Fighting, Violence, or Self-Inflicted Harm	Any conduct or behavior that threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening or intimidating actions or language whether acted upon or not.	2 or 3
2.16	Inappropriate Classroom Behavior	Any willful conduct that disrupts a class. This conduct includes disrespectful communication to the instructor or other students, as well as inappropriate joking, talking or other disturbances.	1 or 2
2.17	Inappropriate Pranks	Any mischievous act directed toward a community member, or which is done on Ezra University property, that is malicious, derogatory, destructive, or potentially dangerous.	1 or 2
2.18	Hazing	Any act of hazing, whether voluntary or involuntary, in which the activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is ridiculed, or an illegal act is intended or enacted.	2 or 3
2.19	Harassment	Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse,	2 or 3

Social, Moral or Biblical Policies			
Code	Prohibited Activity	Description	Level of Violation
		written communication, telephone call, Internet message, or other communication. Continued harassment might be considered “stalking,” and may be subject to criminal charges by state law.	
2.20	Racist Activity	Any derogatory or intimidating speech or other harmful or unwelcome action that is based upon racial or ethnic origins. Racism in any form will not be tolerated and racist activity may be subject to criminal charges by state or federal law.	2 or 3
2.21	Gambling	Any activity that involves betting, wagering, raffles or games of chance in which there exists the potential of personal or financial loss. (“Drawings” are permitted when entry into the drawing is free, an entry fee is optional or is a donation, or a gift of equal or greater value is received upon paying an entry fee.)	1 or 2
2.22	Inappropriate Dress	See “Philosophy of Grooming and Attire” in this handbook.	1 or 2

Property, Facilities, and Grounds Policies			
Code	Prohibited Activity	Description	Level of Violation
3.1	Theft	Theft of campus property, or property in the possession of, or owned by, Ezra University or a member of the Ezra University community.	2 or 3
3.2	Unauthorized Use	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, Ezra University or a member of the Ezra University community.	2 or 3
3.3	Vandalism	Unauthorized alteration of any public or private property from its original condition, placement or presentation, including graffiti, paint, or alteration to landscaping. This behavior also includes malicious, harmful or provoking “pranks” anywhere on campus.	2 or 3
3.4	Unsafe Skating	Skateboarding, roller-skating, in-line skating, or similar behaviors in any area that interferes with the safe operation of motor vehicles or the rights of pedestrians.	1 or 2
3.5	Unsafe Operation of Motor Vehicles	Use of motor vehicle, on or off campus, in such a way that the driver, passengers or others are harmed or put at risk of harm; failure to heed posted signs or written instruction; operating at a speed which is unsafe for the current driving conditions; any exhibition of speed or acceleration.	1, 2 or 3
3.6	Unauthorized Motorized Vehicles	No motorized recreational vehicles are permitted anywhere on campus. Such vehicles include, but are not limited to: go-carts, mopeds, ATVs, mini-bikes, or a motorized vehicle or bike not licensed for use on public streets.	2
3.7	Improper Bicycle Storage	Bicycles are to be stored only in those facilities designated by the Residence Director.	1
3.8	Improper Postings and Solicitations	Posting flyers, posters, or advertisements without the approval of the Dean of Students. Solicitation of goods or services on Ezra University property without prior approval of the Dean of Students.	1

Safety and Security Policies			
Code	Prohibited Activity	Description	Level of Violation
4.1	Failure to Evacuate	Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.	2
4.2	Breaching Security Systems	Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, or permitting unauthorized access to another.	2
4.3	Misuse or Tampering with Emergency Equipment	Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to fines and criminal charges.	2
4.4	Improper Storage or Use of Flammable Agents	Storage or use of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine fuels.	1 or 2
4.5	Unauthorized Fires	The unauthorized burning of any object, including charcoal or gas barbecues, in or adjacent to buildings.	2
4.6	Arson	Malicious and willful burning of buildings or other property.	3
4.7	Possession or Use of Weapons	Possession or use of an explosive, dangerous chemical, or deadly weapon on Ezra University property or at Ezra University function. The term “deadly weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy-club, sand-club, sandbag, metal knuckles; any dirk, dagger, or switchblade knife; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Potentially dangerous sporting equipment such as martial arts weapons, firecrackers, fireworks. Note that approval may be gained from the Dean of Students for the storage of firearms and bows in apartments, but these may not be used on campus or at Ezra University function.	2 or 3
4.8	Throwing Objects from Structures	Unauthorized throwing, propelling, dropping or otherwise causing objects or substances to fall from balconies, windows, or rooftops.	2

Student Deportment

Because Ezra University functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment they receive from others. Deviation from this standard will result in a review of the incident with the involved people by the Dean of Students. Following this review, the Dean of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student must do so immediately and respectfully. If asked to leave the classroom the student must report to the Dean of Students. If necessary, the Dean of Students will meet with the involved people and assign additional restorative action as necessary. Should it

become necessary, the Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

The Dean of Students will review any incident of a student threatening the physical well being of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to local law enforcement officials, imposing personal restrictions on the involved students, or recommending dismissal of the person from Ezra University. Should it become necessary, the Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

International Students

Ezra University is currently seeking to be authorized under federal law to enroll non-immigrant alien students. Once Ezra University is approved, international students seeking admission to Ezra University should write to the Registrar several months in advance of the spring or fall semester requesting current information about the schools admission policies. Many of the forms needed to enter the U.S. or change status are available online at

<http://www.uscis.gov/graphics/formsfee/forms/>

While the information in this section is believed to be accurate at the time of publication, you should always consult official information available online or through a U.S. Embassy or Consulate.

In order to satisfy U.S. immigration law, the student should be familiar with the following requirements

Address Change

All international students are required by law to maintain an up-to-date permanent and local address with the Ezra University Registrar and to update Ezra University and the U.S. Department of Homeland Security of any address changes within 10 days.

Change of Status

Within the U.S.

To apply for a change of status while in the U.S., be prepared to present the following documents.

- I-901 SEVIS Fee
- Completed I-539
- Explanation why electing to change status
- Original I-94 card
- Copy of spouse's I-94 if dependent on his/her visa status
- Check for \$200 made payable to Department of Homeland Security
- Copies of valid/current passport and visa pages
- Copies of passport & visa pages for spouse if dependent on spouse's visa status
- Affidavit of support, bank statement, assistantship agreement or other proof of sufficient funding.
- Original I-20
- Copies of spouse's I-20 or other if dependent on spouse's visa

Outside the U.S.

Application is made for a new visa for the new status at a U.S. Embassy or Consulate.

Optional Practical Training

If you have been in F-1 status for at least nine (9) months (two academic semesters) you are eligible for optional practical training (OPT) which is temporary employment in your *current* field of study for purposes of gaining practical experience.

You may receive twelve months of practical training for each academic level (Bachelor's, Master's, Doctorate) For part-time (20 hours or less per week) OPT only half time is deducted from the 12 months (e.g. for four months of part-time OPT only two months is deducted.)

You may apply for authorization for optional practical training directly related to your major area of study in the following cases:

During your annual vacation (summer) as long as you intend to register for the next semester. It is advisable to have a job offer at the time of application in this case. The job can be full or part-time.

While school is in session, provided that practical training does not exceed twenty hours a week. Must have a job offer before applying. Total number of work hours must not exceed 20hrs/wk, including on-campus jobs.

After completion of course requirements except thesis/dissertation. Again, you should have a job offer before applying.

For post completion OPT the application must be submitted **before** the completion of your program or before the ending date of your I-20, whichever comes first. The start date of the OPT must be within 60 days of your program completion.

Training Checklist:

- I-765 (Signed in blue ink)
- All I-20's
- Copies of passport and I-94 card
- \$180.00 check made payable to U.S. Department of Homeland Security
- Academic Certification/Recommendation letter from department
- Two color photos (Please follow the instructions included in the application packet)

If you meet these qualifications, you can proceed with the application for practical training authorization. Upon completion of all the forms, the international student advisor will review your application and decide either to recommend or not recommend your application for submission to USCIS for adjudication. Application packets are available online or with the international student advisor. A new SEVIS I-20 will be issued with the recommendation of OPT. You will have to pick up your new I-20 form after processing has been completed.

Financial Requirements

International students who are or will be in F-1 visa status are required to show proof of adequate funding for at least one year before an I-20 form can be issued. Financial requirements are calculated on the basis of tuition and fees (for two semesters), living expenses (\$600/month) and miscellaneous expenses (\$1000). An additional \$4,000 will be added for accompanying spouses and \$1,500 for each child. Students must submit the Financial Certification Form along with appropriate attachments.

The following documents are accepted as financial certification:

A current (less than six months old) bank statement or certification from other legal financial institution, along with an official letter (affidavit of support) from the sponsor. The letter should include the student's name, sponsor's name, his/her relationship to the student (parent, sister, friend, etc.), the amount of support and the time period for which it will be provided, and a stated willingness to cover the student's expenses.

Written confirmation from the sponsoring institution of a scholarship, fellowship, assistantship or other type of funding.

In case of personal funds, a bank statement or statement from any legal financial institution that includes the student's name, and the amount available. Please note that photocopies and statements older than six months are not acceptable.

Financial certifications have to reach Ezra University by the posted deadline, which is usually October 15 for the Spring semester and May 15 for the Fall semester.

If you need further information about Ezra University's tuition and fees, please see the Catalog or contact the Business Office.

Insurance

All international students and their families are required to have active health insurance during their stay in the United States. International students are not permitted to register or to continue enrollment at Ezra University without demonstrating compliance with the insurance requirement. A block will be placed on your account until requirements are met. The Ezra University is unable to make any exceptions to this rule. Insurance coverage will be checked every semester.

Maintaining Status

In order to maintain your F-1 visa status, you must:

Attend the school and degree program indicated on your I-20. Request a new form if there is any change in your degree level or major.

Carry a full course of study (9 credit hours for graduate students and 12 credit hours for undergraduate students). Exceptions can be approved ONLY by the Academic Dean.

Keep your I-20 form valid at all times. Check the expiration date in item #5 to make sure that it is still valid. Request a new form if any major changes occur in your situation (e.g., changes in source of funding, marital status, major, degree program).

Follow the required procedures (with the help of the Designated School Official/International Advisor) when:

- Applying for extension of stay
- Transferring to or from another school
- Applying for OPT

Refrain from off-campus employment without ICE or school authorization. Off-campus work permission is approved ONLY by ICE in case of an extraordinary circumstance. It is illegal to work without authorization and you are subject to deportation.

Keep your passport valid at all times

New Students

Required Visa Documentation

- \$100.00 non refundable to U.S. Consulate
- Form DS-156, Form DS-157, Form DS-158 (available online at http://travel.state.gov/visa/frvi/forms/forms_1342.html)
- Valid Passport
- SEVIS fee
- Photographs (2-inch x 2-inch)
- SEVIS I-20 (provided by Ezra University)
- Ezra University acceptance letter
- Sufficient funding

Students are required to report and register immediately upon arrival with the Dean of Students. Please bring the following documents; passport, stamped I-20 and I-94. All students and their dependents are required to purchase medical insurance whether from your home country or from the U.S. Insurance is not included in your tuition.

Reinstatement

An F-1 student who has overstayed his/her period of stay or has otherwise failed to maintain status may be reinstated to lawful F-1 status at the discretion of the U.S. Citizenship and Immigration Services (USCIS) District Director. You should assemble the following documentation:

- Original I-94
- Copy of passport and visa

- Copy of current I-20 Form
- Transcripts
- I-539
- New I-20
- Evidence of financial support
- Check for \$200.00 made payable to “Department of Homeland Security”
- I-901 Receipt (SEVIS Fee) if applicable
- Letter addressed to INS from the student stating the reasons for being out-of-status

Reinstatement Application should be submitted to the address given at:

<http://www.uscis.gov/graphics/fieldoffices/california/aboutus.htm#anchorMAIL>

or filed electronically at

<http://www.uscis.gov/graphics/formsfee/forms/efiling.htm>

Income Taxes

If you have had income while in the U.S., you may need to file an income tax return. In most cases you will qualify as a NonResident Alien (NRA) and will file either a 1040NR or a 1040NR-EZ may meet your needs. You can download these forms from

<http://www.irs.gov/pub/irs-pdf/f1040nr.pdf>

or

<http://www.irs.gov/pub/irs-pdf/f1040nre.pdf>

If you have not had income, you may file a Form 8843, available at:

<http://www.irs.gov/pub/irs-pdf/f8843.pdf>

If you have worked in the U.S. and your income was subject to withholding, you may need to file Form 1042-S:

<http://www.irs.gov/pub/irs-pdf/f1042s.pdf>

The analogous California form is 540NR, available from

<http://www.ftb.ca.gov/forms/index.html>

While Ezra University cannot provide advice on taxes, we will endeavor to refer you to a qualified tax advisor if you need help filing the proper forms.

Links

The following links may be useful as you plan your education in the U.S.

Visa Wait Times

http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php

Port of Entry Fact Sheet

http://www.ice.gov/sevis/travel/faq_f.htm

and

http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm

SEVIS I-901 Fee

<http://www.ice.gov/sevis/i901/index.htm>

Grievance Policy

This section defines and describes the Ezra University Grievance Policy, and describes the process by which a student may seek resolution of a grievance.

Policy

A “grievance” is defined as an actual or supposed circumstance regarded as just cause for complaint or protest or a circumstance that the student believes adversely affects his or her academic career or personal wellbeing. When a student has a grievance, he or she may seek resolution to the matter.

Procedure

1. The student should discuss the circumstance with the individual(s) involved to seek a resolution.
2. If there is no resolution of the issue, the student may submit a letter regarding the matter to the Academic Dean (if it is an academic matter) or the Dean of Students (if it is a non-academic matter). The letter must be submitted within 14 calendar days of the date of the actual or supposed circumstance and must include the following information:
 - a. Student’s full name;
 - b. Student’s social security number;
 - c. The major the student is enrolled in;
 - d. Explanation of the grievance and supporting documents; and
 - e. Student’s signature.
3. Within 10 business days of receiving the student’s letter, the dean or other interested parties may suggest mediation as an alternative to the grievance process. If all parties agree to mediation, the Academic Dean or Dean of Students will schedule mediation to work out an agreement based upon Ezra University’s Mediation Policy (see the Mediation Policy in this handbook).
4. If mediation is not chosen or it was not successful, the Academic Dean or Dean of Students must respond in writing to the student within 30 business days of receiving the student’s letter stating his or her decision and the reason for such decision.
5. If the student is not satisfied with the dean’s decision, the student may submit a written appeal of this decision to the President within 30 business days of receiving the decision. The appeal must include the materials described above and a copy of the dean’s response.
6. The President will review the appeal within 15 business days. If the President determines that the appeal warrants review, it will be referred to a subcommittee of the faculty (if it is an academic matter) or a subcommittee of the administrative council (if it is other than an academic matter) for a final decision.
7. The subcommittee will meet within 30 business days of the referral. They may overturn the original decision of the dean only if they determine that the decision was arbitrary and capricious.
8. If the President does not believe the appeal is sufficient to warrant review, the appeal will be rejected. This decision will be final.

Complaints

Ezra University is a religious exemption school exempted by the California Bureau for Private Post-secondary Education (BPPE) The Bureau has a formal Policy on Complaints Against an Institution. Contact the Bureau by e-mail (bppe@dca.ca.gov) telephone (916.574.7720) if you wish to discuss a complaint against Ezra University or to receive a copy of the complaint policy.

Mediation Policy

In I Corinthians 6:1-8, Paul enjoins believers to avoid lawsuits before unbelievers. In the event that a student believes that he or she has a grievance with any member of the Ezra University community, and he or she is unwilling to “be wronged [or] defrauded” (I Corinthians 6:7) that student may opt to pursue mediation in accordance with the Grievance Policy. This Mediation Policy describes the process a student should follow if he or she and the other party both agree to mediation.

In the event that two or more parties desire to seek resolution through non-judicial mediation, each party will select a person who is willing to assist in the mediation process. (The Ezra University recommends that students consider selecting a pastor or other leader in a local church.) The students will then advise the Dean of Students of their choice. These mediators will jointly select one additional mediator who is also willing to serve in assisting the students. The mediators will review the facts and allegations and will propose a solution to the parties in dispute. The resolution is not binding on the parties in dispute unless the parties have previously agreed that the decision is to be binding. Any costs associated with this mediation are to be shared by the persons desiring mediation. The formula for cost sharing will be determined by the mediators, and is binding upon the persons requesting mediation.

Spiritual Life

Every student at Ezra University is responsible for pursuing and nurturing his or her relationship with God. Ezra University attempts to facilitate the spiritual life of students through church meetings, small groups, and other activities. Students should make use of every opportunity to grow closer to God and to each other through these activities.

Church

Throughout the book of Acts we read how God visits His people when they gather together for times of prayer, worship, the study of God’s Word, accountability and fellowship. We do this so that the gifts can work in and through us by the power of the Holy Spirit. For students who are preparing for a life of ministry, either in the church or in the world, it is essential that this preparation take place while dynamically linked to the local church.

So that new students can become personally introduced to the excellent churches in the area, they are required to visit three different churches, at least two times each, before deciding on a “home church.”

Scripture exhorts us to not give up meeting together as believers (cf. Hebrews 10:25). Because of this principle, we believe it is important for students to attend their home church consistently, and at least four services and two small group meetings per month. Students who absent themselves from church activities without legitimate excuse communicate that they are not in accord with the purposes of Ezra University.

Any student whose home church does not provide enough services or small group meetings to meet the minimum attendance policy must consult with the Director of Student Ministries to find a satisfactory alternative. Likewise, a student whose employment requires Sunday work hours that conflict with church attendance must request exemption from the church attendance policy in writing from the Director of Student Ministries for review and approval. Such exemptions will be made on a per semester basis.

Chapel

Regularly scheduled chapel services for students, faculty, and staff are held for times of corporate worship, exhortation and the opportunity to minister. Chapel times strengthen our community as we encourage and pray for one another, share praise reports and important Ezra University announcements. Chapels are on Tuesday mornings. Occasionally a two- or three-day series of chapels are held that may include class time from other days.

Chapel attendance (including Tuesday chapels as well as all specially scheduled chapel services) is required of all students who are enrolled in on-campus courses. A part-time student who has off-campus work requirements that are in direct conflict with chapel times may make a written request to the Dean of Students for exemption. (Exemption forms are available in the Registrar’s office.) Such exemptions will be made on a per semester basis and will not begin until after the Dean of Students has formally approved the request.

No more than six (6) absences are allowed from chapel per semester. Understanding that unforeseen events occur, these six (6) allowable absences should be ample to cover illness, doctor appointments, death in the family, birth of

children, appearance in court, car breakdown, late arrival on campus from vacation, and other unforeseen events or emergencies that could occur during a semester.

When a student has accrued four (4) absences, that student will be asked to meet with the Dean of Students to explain the excessive absences.

If a student exceeds six (6) absences, that student will immediately be placed on chapel probation. The Dean of Students will determine the terms of a student's chapel probation, which will extend from the time a student exceeds six (6) absences through the end of the following semester. A student on chapel probation who continues to miss chapel beyond the limit set forth in his or her probation may be unable to re-enroll at Ezra University for the following semester. A senior who exceeds the allowable chapel absences during probation may not be allowed to participate in his or her graduation ceremony. The determination of action to be taken in these matters will be completed by a review of the attendance record of the student by an administrator appointed by the President.

Faculty Advisor

Faculty members at Ezra University have a desire to walk alongside the students in a pastoral role as they grow through academic and ministry experiences. Faculty members have a variety of ministry and life experiences that can be a valuable resource for the students. Believing that this relationship between faculty members and each student can enhance the student's learning experience and help develop him or her as a sacrificial leader, each student will be assigned to a faculty advisor while enrolled at Ezra University.

Student Life

This section describes student life apart from academic activities.

Employment

Because of the work ethic and dependability of Ezra University students, employers in the community have shown us great favor Ezra University. Students who need to supplement family savings or other sources of funds are encouraged to seek limited outside employment while attending Ezra University. Such employment assists the student in developing a balanced lifestyle. Working off-campus also provides students with the opportunity to impact our community through the witness of their life and the sharing of their faith.

As a rule of thumb, students should budget 1.5 to 2 hours of study time outside of class for every semester hour in which they are enrolled. Thus, a student enrolled in 16 semester hours of coursework should plan to spend 24 to 32 hours a week in study in addition to approximately 18 hours in class and chapel. We encourage you to keep these figures in mind as you plan your employment. The Academic Dean may require students to terminate their employment or reduce their employment hours if such employment is interfering with their coursework.

When seeking employment opportunities, students should seek jobs that would in no way compromise their Christian testimony. A work environment should be safe, without undue risk of physical or emotional harm. Students should not work in an environment that requires them to sell pornographic or occult material. Students wishing to work in an establishment that serves alcoholic beverages in a "family style" atmosphere must first submit a written request to the Dean of Students for review and approval. Employment in certain "family style" restaurants may be given approval; a student will not be allowed to work in a "bar" environment or work as the "bartender" in a restaurant. The Ezra University reserves the right to review a student's employment and to ask the student to resign from a position that does not meet these requirements.

Student Housing

This section describes the variety of housing arrangements available to students.

Ezra University does not provide student housing; all students will need to find housing in the area. Students may contact the Dean of Students for assistance in locating affordable housing.

All requests for exemptions from this housing policy must be made in writing to the Dean of Students. Students must not make any firm plans or sign off-campus lease agreements until the Dean of Students has formally reviewed and authorized a housing exemption.

Safety and Security

This section describes Ezra University policy related to safety and security on campus.

Fire Alarms / Emergency Exits

When a fire alarm sounds on campus it is imperative that you know what to do and where to go. In an emergency it could save your life and the lives of others. Remember to always exit buildings in a calm and orderly fashion. Failure to evacuate a campus building immediately upon the sound of an alarm is a Level Two Violation and will be dealt with accordingly. Following are basic instructions regarding your response to fire alarms.

If you are in a classroom or office when the fire alarm sounds:

- Remember to feel the door before opening it. If the door is hot, exit another way (e.g., the window) or wait for rescue.
- From a classroom you are to immediately exit the building according to posted exit routes and proceed together to the parking lot in front of the building.
- Professors are to take their roll books with them and take roll outside to ensure that every student is accounted for. Ezra University official will check with each professor before signaling “all clear.”
- From an office, you are to immediately exit the building according to posted exit routes and assemble in the parking lot in front of the Lobby entrance.
- No one is to reenter a building until Ezra University official has given an “all clear” indication.

Severe Thunderstorm Watches and Warnings

A “severe thunderstorm watch” is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter—penny-sized—or greater) is likely to develop. This is the time to locate a safe place in a building, watch the sky and listen to the radio or television for more information.

A “severe thunderstorm warning” is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and everyone should go to a safe place, turn on a battery-operated radio or television, and wait for the “all clear” by the authorities.

If indoors during a thunderstorm:

- Listen to a battery operated radio or television for the latest storm information.
- Do not handle any electrical equipment or telephones because lightning could follow the wire. Television sets are particularly dangerous at this time.
- Avoid bathtubs, water faucets, and sinks because metal pipes can transmit electricity.

If outdoors during a thunderstorm:

- Attempt to get into a building or car.
- If no structure is available, get to an open space and squat low to the ground as quickly as possible. (If in the woods, find an area protected by low clump of trees--never stand underneath a single large tree in the open.) Be aware of the potential for flooding in low-lying areas. Crouch with hands on knees and do not lie flat on the ground.
- Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines.
- Stay away from natural lightning rods such as golf clubs, tractors, fishing rods, bicycles, or camping equipment.
- Stay from rivers, lakes, or other bodies of water.

If in a car during a thunderstorm:

- Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle.
- Stay in the car and turn on the emergency flashers until the heavy rains subside. Avoid flooded roadways.

In the Event of an Earthquake

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to “Duck, Cover, and Hold.”

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the “all clear.” If are away from the school, tune to a Korean-language news station. (The frequency and name of such stations are posted on bulletin boards at the school.)

Fire Equipment

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, Ezra University may impose a fine or administer disciplinary action in accordance with the Student Conduct Code.

Fireworks

Ezra University does not permit any member of the Ezra University community to possess, store or fire fireworks anywhere on campus.

Firearms and Bows

Ezra University does not permit any member of the Ezra University community to fire firearms or bows anywhere on campus. If a student desires to store a firearm or bow, that resident must make a written request to the Dean of Students for review and approval. (Request forms are available through the Registrar’s Office; new students should request forms prior to moving onto campus.) Firearms or bows must not be brought onto campus prior to receiving formal approval to the request. Ezra University requires that any firearm stored on campus must be stored unloaded and in a locking gun cabinet or equipped with a locking safety device designed to prevent the discharge of the firearm by unauthorized users. Violation of this policy may subject a student to fines or disciplinary action in accordance with the Student Conduct Code.

Airguns

Ezra University does not permit any member of the Ezra University community to fire air guns of any type (e.g., pellet, BB, paintball) anywhere on campus. Air-guns may be stored on campus without prior approval, as long as they are stored unloaded, and away from the immediate proximity to children.

Unlawful Entry

Ezra University property is protected by an intrusion alarm system. The Ezra University considers any forced or otherwise unlawful entry into any Ezra University building or office a serious violation. As a result of violating the integrity of this security system or any unlawful entry into a locked building or office, the violator may be turned over to local authorities for prosecution. In addition to any potential prosecution by local authorities, Ezra University may impose a fine or disciplinary action in accordance with the Student Conduct Code.

Buildings and Road Signs

Any tampering with campus buildings or road signs poses a significant threat to the safety of people, in addition to the damage to property. Tampering with campus buildings or road signs may also be a violation of state law. Any person found to be in violation of these state laws might be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, Ezra University may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code.

Identification of Strangers

All students are urged, for their own protection and for the protection of children and other community members, to politely ask any stranger on campus to identify him or herself. Visitors who are uncooperative should be reported immediately to a staff member who will monitor the situation.

Security Tips

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Never hitchhike, regardless of the time of day.
4. Always lock rooms and automobiles when they are unoccupied.
5. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
6. If you find a door unlocked that should be locked, immediately report this problem to a staff member (Residence Director, Residence Assistant, Dean of Students).
7. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
8. Look inside your car before entering; also check vehicle for possible break-ins. Assaultants sometimes hide in the back seat of a vehicle.
9. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
10. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
11. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

Vehicle Policy

This section describes Ezra University's policy regarding motor vehicles owned or operated by students.

Registration and Licensing

Students who have a vehicle on campus should register their vehicle at the time of enrollment. Students will also be asked to show proof of liability insurance on each vehicle titled in their name. These records will be kept in the Registrar's Office.

Students who do not live in Los Angeles during the summer break must remove their vehicle(s) from the campus at the end of the spring semester. Prior arrangements must be made with the Dean of Students if the removal of the automobile cannot be completed within this time frame. Any unauthorized vehicle left after the end of the semester will be removed at the owner's expense.

Driving on Campus

Please observe the following when driving on campus:

- Speed limits are posted and must be observed. Be alert and use caution when driving, especially in areas frequented by small children.
- Observe all yield and stop signs.
- Use caution when entering or leaving the campus. Look for traffic coming from the neighborhood above Ezra University whether driving onto the campus or leaving the campus. Failure to yield may subject the violator to traffic or criminal penalties. When driving in the parking lot, do not exceed five (5) miles per hour.
- Due to the proximity to the other building, your caution may be appreciated.

In addition to any potential prosecution resulting from unsafe driving, Ezra University may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code. Driving a vehicle on campus is a privilege that may be revoked for any faculty member, staff member, or student who fails to observe posted speed limits, stop signs, or who fails to drive in a responsible manner.

Parking

Vehicles must always be parked within marked parking spaces. Reserved parking has been designated for visitors and for the handicapped. Parking in a restricted space without permission is not permitted, and may subject the violator to traffic or criminal penalties. Any vehicle parked on campus that is unlicensed or that is not in a roadworthy condition must be licensed, repaired or removed from campus within 30 days. If the vehicle is not removed, it may be towed at the owner's expense.

Student Ministry

At Ezra University, we believe that an education is not completed only by the acquisition of knowledge, but that a complete education also requires practical application. Therefore, involvement in ministry is a vital part of the education process at Ezra University. Students at Ezra University must satisfy specific ministry activities in order to fulfill their ministry requirements for graduation. For every 16 semester hours of coursework, you must pass one semester of student ministry. Thus, if you earn all of the credits in your bachelor's degree at Ezra University, you'll need to pass eight semesters of student ministry.

Involvement in ministry at Ezra University includes a variety of opportunities available through Ezra University outreaches and service in a local church. The goal and passion for each student's role in ministry should be his or her service to the Body of Christ. To instill this passion and to develop strong sacrificial leaders, the Student Ministry Program stresses personal growth in the following areas:

- Development of strong commitment to the Body of Christ by active service in a local church;
- Development of Christ-like character traits that are necessary for a sacrificial leader in ministry; and
- Continual development of personal skills, gifts, and abilities in the work of the ministry.

Each student must participate in an acceptable ministry correlated with his or her specific program of study. To document this involvement, the student must complete a monthly student ministry report form and turn it in to the Director of Student Ministry by the first Friday of each month.

Student Ministry is evaluated on a pass/fail basis. The grade for the semester is based upon the student's reports, a self-evaluation, and an evaluation by a ministry supervisor. Students without transfer credit must pass Student Ministry for a minimum of eight semesters in order to qualify for graduation with a Bachelors degree.

Specifics of the Student Ministry Program are provided in the Student Ministry Handbook, distributed separately.

Campus Resources and Information

This section describes various resources available to students.

Library

The library is located on the second floor, past the student lounge.

Library Hours

The library will be open during the following hours:

Monday through Thursday	9 a.m. – 6 p.m.
Friday	9 a.m. – 5 p.m.
Saturday and Sunday	Closed.

The library will be closed Friday evenings and all day Saturday and Sunday. The library is also closed during chapels and school holidays and has reduced hours during "break" weeks.

Library Use

Use of the library is a privilege given by Ezra University to students and spouses, faculty and staff members and spouses, alumni, pastors, and other residents of the community. Patrons who are not affiliated with Ezra University may have a total of two books checked out at a time.

Students are encouraged to use the library for individual research and study purposes and are expected to maintain a quiet atmosphere conducive to study at all times. There is no public-use telephone available in the library.

Any person who wishes to use his or her personal computer in the library must obtain permission from the librarian prior to doing so. Certain restrictions will apply. In order to be granted permission for such use the user should ask to see the list of rules and be willing to comply with them.

Any person whose conduct in the library or treatment of the library collection or furnishings is not in accordance with library policies will be asked to leave the facility and may be subject to disciplinary action. Library privileges may be revoked for repeated offenses.

Check-Out Procedure

All library materials are to be checked out by the librarian at the circulation desk. The librarian will give the patron a printout of each item's due date.

Automated Card Catalog

An automated card catalog is available for all books in the collection. This system allows an individual to find library items, determine items' availability, and print out a bibliography of the completed search.

Reference Collection

The reference collection is available for in-library use during regular library hours. The reference librarian is usually available at the circulation desk during library hours.

General Collection

The general collection of books is found in the main room of the library. Books are arranged according to the Dewey Decimal system. The Dewey numbers for the books contained on each shelving unit are displayed at the end of those units.

Most of the books in the general collection may be checked out for a period of two weeks and may be renewed one time only. No person who has overdue books or unpaid fines may check out or renew materials.

A total of seven books (no more than four in any one subject area) may be checked out and held at any given time. Students may not check out materials for other students.

Some books (such as duplicate copies of reference works) are given a three-day checkout period. These restrictions are designated on the book spine.

A person may request that a "hold" be placed on any checked-out material so that he or she may check it out when it is returned.

Reserved Books

The librarian maintains a list of materials placed on reserve by faculty members. Time limitations for the use of these materials are determined by the faculty member and are posted with the materials at the circulation desk. Materials on reserve may not be renewed. A 24-hour-waiting period is required before a student may recheck-out the same material. There is a check out limit of one reserved book per course.

Periodicals

Magazines and newspapers may not be taken from the library. The current issues are on display in the circulation room and should be returned to the same location from which they were taken. The more recent back issues are also located in the circulation room at the end of the general collection. The older issues are located in the workroom. These copies are available to individuals upon request. These periodicals must be returned to the librarian.

Vertical Files

Non-book materials are available and are located in the vertical files in the reference room. These files cover a broad range of subjects and are arranged alphabetically. A subject index is located with them. Vertical files may be checked out for a three-day period as follows: up to ten articles per subject and a total of four subjects.

Audio / Video Resources

Cassette tapes, records, and videos are available. Audio-visual workstations are equipped with a VCR and cassette player with headphones. Everyone must sign in at the circulation desk before using a VCR or a cassette player at one of these audio-visual workstations.

Some of these items may be checked out for a limited time with renewal privilege determined by the librarian. There is no charge for use of tapes, records, or videos viewed in the library. A fee of \$1.00 per tape is charged for video checkout.

Returning Books

All library materials should be returned by the due date assigned. A person who retains library materials past the due date or who has outstanding fines will have their checkout privilege rescinded until the material is returned and the fine is paid. A student who continues to have overdue materials may have their use of the library restricted. No student who has overdue material or an unpaid fine may take final exams.

A “book drop” is available in the library foyer to receive returned materials when the library is closed. If the student has incurred a fine, the fine may be placed in the “book drop” with the overdue item. Otherwise, all books are to be returned to the library circulation desk during regular library hours. A checked-out item may not be returned to any other school office or school staff member.

Fines are charged for all checked-out library materials that are not returned by the due date according to the number of days the material is overdue. The fine is to be paid at the time the item is returned. When the material is returned, the fine stops accruing. However, if the fine is not paid when the item is returned, the student loses check-out privileges until the fine is paid. If a book is lost, it is the responsibility of the student to inform the librarian. As soon as the book is reported as lost the fine stops accruing.

Library Fines:

- | | |
|--------------------------------|----------------|
| • General Collection | \$0.25 per day |
| • Vertical file (per subject) | 0.25 per day |
| • CDs, records, cassette tapes | 0.25 per day |
| • Video tapes | 2.00 per day |
| • Reserve Material | 1.00 per day |

A fine accrues to a maximum charge equal to the current cost of the item, except for the reserve books. The fine accrues until the reserve book is returned with no maximum charge. While overdue notices are typically sent to students as a courtesy, it is the student’s responsibility to return materials on time and to pay the fine whether or not a notice is received.

Lost or Damaged Materials

Students who damage library materials will be charged for the repair of these materials. If a student sees that the material has been damaged in some way, he or she should inform the librarian prior to check-out.

Students will be charged replacement and processing costs for borrowed materials that are lost or not returned by the end of the semester.

Copier

A copier is located in the library. Payment of five cents per copy must be made. Users are advised to have the exact payment with them. If the photocopier is not working properly, students should not attempt to make adjustments but should ask the librarian for assistance.

Note: It is a violation of Federal copyright laws to copy some materials. Each individual is responsible for ensuring that their copies do not infringe on the copyright holder’s rights.

Academic Computer Lab

A computer lab is available in the library. Paper will be furnished to users within reason. Users must provide their own diskettes.

Hours

The academic computer lab will be open during library's normal hours of operation. Please note that faculty members may reserve the lab for special classes during the academic day. If you come to the lab and find a class in session, you're welcome to enter quietly and use any open workstation. You may also return later when the class is over.

A list of available programs is available at the circulation desk.

Use Policies

- Use is limited to faculty and staff members, enrolled students, and spouses.
- No food or drink is allowed in the room.
- Music is not to be played without the use of headphones.
- The lab, like the rest of the library, is a place of study—please maintain low levels of noise.
- No downloading of programs, music, games, or screensavers.
- The front center computer is not to be used by anyone other than a member of the faculty or staff.
- When other patrons are waiting for the computer, please observe a 30-minute limit on using a computer.

If a faculty or library staff member indicates that computer use, noise level, or behavior is inappropriate, please comply with the first request. Faculty and library staff members are authorized to ask someone to leave the lab, after which access to the lab would be denied for a period of time to be determined by the Academic Dean.

Computers are also available in the student lounge.

Internet Use

There is a great deal of content on the Internet that is not edifying and can become a point of real bondage. Students are strongly encouraged to establish safeguards that will protect them while using the Internet. When using your personal computer consider installing an application designed to filter Internet access, and leaving your room door open while logged on to the Internet. Those who struggle with issues related to Internet use may consider limiting their use to the Computer Lab, which is a more public environment. The strongest safeguard is to establish relationships of accountability with trusted friends and spiritual leaders. Those who violate pornography or entertainment policies while using the Internet will be subject to disciplinary action in accordance with the Student Conduct Code.

Facilities

Request for Use of Facilities

The Ezra University facilities exist for the students' benefit and use. Therefore, the facilities are always to be used in a manner that best serves the students. Any special use of Ezra University facility must be approved by the President's office at least two weeks in advance. Forms to request the use of facilities are available at the receptionist's office.

Facilities Guidelines

No unauthorized person is to set or tamper with alarms, clocks, or thermostats. Screens are never to be removed from windows. Cooperation in the conservation of water, heat, and electricity is everyone's concern. An Energy Maintenance System (EMS) is in operation to control heating and cooling.

Emergencies related to facilities must be immediately reported to the receptionist or (in the case of apartments or Residence Halls) the Residence Director. Maintenance request forms for non-emergency repairs are available at the receptionist's office.

After using any facility, please ensure the room is clean and that trash is disposed of following the use of any room.

Equipment

Ezra University equipment may be loaned to students only if the equipment is to be used in the performance of an approved college-related activity. Ezra University equipment will not be loaned or rented to individuals other than students, faculty members, or staff members. No equipment belonging to Ezra University may be used without the permission of the President's office.

Keys

From time to time Ezra University may issue keys to students in connection with Ezra University function. Students may not have any unauthorized key to any Ezra University facility in their possession. Authorized keys are to be returned immediately upon completion of the assigned function.

Insurance

This section describes Ezra University's insurance recommendations and requirements.

Health Insurance

The Ezra University does not provide coverage for health care, either for illness or in the case of an accident.

The Ezra University is covered under an Accident Insurance for activities policy. This policy is secondary to any other applicable individual or group insurance. This policy covers those taking part in Ezra University-sponsored and supervised activity, including scheduled and non-scheduled sports. Coverage is extended while on Ezra University campus. This policy does not cover any disability, medical problems, or illness other than those caused by injury or accident. Please contact the Business Office if you would like details of this policy.

The Ezra University strongly recommends that all students maintain personal health insurance. Students who already have insurance through their parents, spouse, or work are advised to be aware of their own coverage regulations and benefits. Some parents' health plans will only provide coverage if the student receives medical attention in the immediate vicinity of the parents' residence. The Ezra University encourages students to bring all pertinent insurance information with them to school (e.g., name and phone number of insurance company, group number, policy number, parents' social security numbers).

Property Insurance

The Ezra University does not provide personal property insurance to cover any property housed in the apartment or Residence Hall by a student. Each student is responsible for the purchase of a personal property insurance policy to cover loss of personal property due to fire or theft.

EZRA UNIVERSITY Community Commitment

At the beginning of each academic year, students are required to read the Student Handbook and sign the Ezra University Community Commitment. This Commitment is binding upon students as long as they are enrolled at Ezra University, even during times when school is not in session.

Please read the Student Handbook carefully, and feel free to ask clarifying questions of appropriate faculty and staff members. Once you have read the Student Handbook, please sign the Community Commitment below, and hand this signed page to the Registrar. This Commitment will be kept on record in your student file.

Please keep your copy of the current Student Handbook. You will find it a useful resource throughout the year.

Community Commitment

I, (please print your name here) _____, have read and understand all that is set forth within the current Ezra University Student Handbook. I commit myself to uphold in spirit and practice all Ezra University community codes, standards and policies as stated herein. I understand that this Commitment is binding upon me as long as I am enrolled as a student at Ezra University, even during times when school is not in session.

Signature of Student

Date